

<b>Job Title</b>	Professional Development QA Specialist
<b>PVN ID</b>	VA-1712-002256
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY-PDI
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$40.00
<b>Hour(s) a Week</b>	10.00-19.00
<b>Closing Date</b>	Sep 27, 2019 (Or Until Filled)

## General Description

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The **New York Early Childhood Professional Development Institute** is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The Institute is the implementing agency for New York Works for Children, New York State's integrated professional development system for the early childhood and school age workforce.

### **Position Description:**

The Institute is looking to hire a part time Professional Development Quality Assurance Specialist to work 10-19 hours per week. Once determined, the position will have a set schedule.

The Professional Development Quality Assurance Specialist will provide support to The Aspire Registry Administrator in the review of courses and events that are submitted to the registry for approval. The Aspire Registry is a web-based system that helps early childhood providers track and plan their ongoing professional development and education.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of professional development needs of the Early Childhood workforce, particularly aware of what learning opportunities would promote provider excellence and result in the best outcomes for children.

## Other Duties

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### **Duties and Responsibilities:**

Reporting to The Aspire Registry Administrator, the Professional Development QA Specialist will support the

workforce registry with responsibilities including:

- Reviews training course and event calendar submissions for quality
- Provides technical assistance and outreach to trainers and training organizations about the Course and Event Review process and the Statewide Training Calendar.
- Maintains and develops content for the portion of the New York Works for Children website dedicated to Trainers and Coaches
- Updates relevant handbooks and support documents related to course and event review.

## Qualifications

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- Master's degree in Early Childhood Education or a relevant field of study
- At least 10 years of experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in both leadership and teaching skills through mentoring, training, staff development, coaching, career counseling, etc.
- Strong knowledge of both child and adult development
- Exceptional interpersonal skills
- Ability to multi-task
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills

**Salary:** \$40/hour

Please submit your cover letter and resume via the Research Foundation website at:

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